



DEPARTMENT OF HEALTH & HUMAN SERVICES  
DIRECTOR'S OFFICE  
4126 Technology Way, Suite 100  
Carson City, Nevada 89706  
Telephone (775) 684-4000 • Fax (775) 684-4010

**DEPUTY ADMINISTRATOR  
CHILDREN'S MENTAL HEALTH SERVICES  
DIVISION OF CHILD & FAMILY SERVICES  
Salary to \$104,778 (employee-employer-paid retirement plan)**

The Department of Health and Human Services is seeking qualified candidates for the position of Deputy Administrator, Children's Mental Health Services, Division of Child and Family Services (DCFS). The incumbent in this position reports to the DCFS Division Administrator and provides leadership, direction, and executive oversight in the area of children's mental health services. Responsibilities include overall executive and administrative responsibility for: Desert Willow Treatment Center, an inpatient children's psychiatric facility; statewide childhood mental health services to include residential programs, outpatient services, and neighborhood family service centers in Northern and Southern Nevada; quality assurance, quality improvement and program evaluation; coordination of the development of statewide policies; administration of children's mental health grants. Under the direction of the Administrator, the incumbent coordinates program planning, development and implementation within the division; ensures compliance with federal and state laws, regulations, policies and best practices; participates, with the Commission on Mental Health and Developmental Services, in long-term strategic planning activities; participates in the research and development of legislative proposals; develops comprehensive reports and recommendations; provides testimony before committees and the legislature; participates in the development and monitoring of operating budgets; provides guidance to subordinates regarding operational and human resource issues; collaborates with and represents the division's interests to a variety of advisory boards, committees and stakeholders; provides administrative direction and supervision to assigned staff. This is an unclassified position and serves at the pleasure of the DCFS Division Administrator. Statewide travel is required.

**QUALIFICATIONS:**

**Education/Licensure:** A Master's degree or above from an accredited college or university in clinical social work, marriage and family therapy, psychology, or psychiatric nursing; OR a Doctoral degree from an accredited college or university in clinical psychology; AND

Valid license by the State of Nevada to practice in the respective field of psychiatric mental health (i.e., licensed clinical social worker, marriage and family therapist, registered nurse, or clinical psychologist).

**Experience:** A minimum of four years of post-Master's management experience which included knowledge and experience in: the law, regulations and best practices related to children's mental health; national standards of client care; interdisciplinary team treatment and case management models; managing and integrating a wide range of administrative and operational functions; contract selection and management; knowledge of Medicaid policies and requirements; program planning, development and evaluation; public administration to include policy development, human resources management and budget administration; grants administration; collaborating with governmental and private entities and other stakeholders to develop and implement programs and services; supervision of subordinate supervisors of professional clinicians.

**LOCATION:** This position may be located in Las Vegas, Reno, or Carson City.

**BENEFITS:** Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year.

**SPECIAL NOTE:** All state employees are required to take 48 hours of unpaid furlough leave each fiscal year.

**TO APPLY:**

Submit résumé to: Kareen Masters  
Deputy Director, Administrative Services  
Nevada Department of Health & Human Services  
4126 Technology Way, Suite 100  
Carson City, NV 89706  
Telephone: 775-684-4012  
e-mail: [kmasters@dhhs.nv.gov](mailto:kmasters@dhhs.nv.gov)

Résumé must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, salary history, professional licensure, and professional references. A criminal history background check is required as a condition of employment.

Announcement Closes: February 17, 2012